



TRANSFER/PROMOTIONAL OPPORTUNITY

ENGINEERING DRAFTING TECHNICIAN IV

Department of Public Works—Infrastructure Services - Traffic and Lighting Design

BASIC FUNCTION OF POSITION: Responsible for conducting investigations and performing planning, design, layout and estimation of costs in conjunction with various type of permit review, utility improvements and the street lighting capital improvement program.

ESSENTIAL FUNCTIONS:

- Review permit requests for their impact on City street lighting facilities. Compile and provide information on current lighting facilities, work required to eliminate conflicts, and deposits necessary for street lighting work to be completed by City forces to contractors, architects, public utilities and other City, County and State governmental agencies.
- Coordinate the protection, adjustment or relocation of street lighting facilities in conjunction with City projects or to accommodate other public or private construction projects.
- Maintain records and perform all planning and design work related to the installation, operation, maintenance or removal of City alley lighting facilities.
- Receive and investigate complaints and requests for additional lighting facilities from Alderman and City residents.
- Perform planning, drafting, field investigation, feasibility studies, data gathering, final site layout, plan preparation, cost estimates, work orders, time table and material lists in conjunction with street lighting capital improvement projects.
- Perform other essential functions as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status and at least six months of experience as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for their current position.
2. A minimum of five years of engineering performing duties related to those stated in the "Essential Functions" section above, at least one year of which must have been at the Engineering Drafting Technician II level.
 - NOTE: College-level engineering curriculum courses from an ABET accredited education program, for which an average grade equivalent to "C" was earned, may be substituted for up to three years of the required experience. Substitution will be made on the basis of five credits = three months of experience, and no substitution will be made for less than five credits. If seeking a substitution, you must attach college transcripts to your application or send them to Robert Bryson at the address below by the application deadline. Student copies are acceptable.
4. Valid driver's license at time of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of the practical application of engineering science, technology, and geography.
- Knowledge of the design techniques, tools, and principles involved in the production of precision technical plans and drawings.
- Knowledge of city infrastructure.
- Knowledge of mathematics and ability to make accurate calculations.
- Analytical and problem-solving skills.
- Proficiency with Bentley Microstation CAD software; Microsoft Office software; and the Internet.
- Ability to produce accurate, detailed plans, drawings, maps, and diagrams.
- Ability to read and interpret technical documents.
- Written communication skills.
- Interpersonal and customer service skills.
- Ability to direct and train other technicians.
- Planning, organizational, and time management skills.
- Ability to concentrate on assignments and disregard distractions.
- Ability to keep up-to-date technically.

THE CURRENT SALARY RANGE (3NN) is: \$43,846 to \$59,792 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments; a written test, an interview; or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE:

- Applications may be obtained from the Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202, by calling 286-3751, or by visiting www.milwaukee.gov/jobs.
- Applications should be returned to: **Robert Bryson, Chief Traffic and Lighting Engineer, DPW – ISD – Transportation Section, 841 N Broadway, Room 920, Milwaukee, WI 53202**, by **August 17, 2012**. *Receipt of applications may be discontinued any time after that date.*